**University of Kentucky**

**Position Reporting Change Form**

This form is to change the reporting position information that is currently in SAP. All forms must be emailed from the area business officer to [[SAPHRSupport@uky.edu](mailto:SAPHRSupport@uky.edu)](mailto:chris.mendenhall@uky.edu).

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| --- | --- | --- | --- | --- |
| **Effective Date**  (DD/MM/YYYY) | **Position #**  Ex. 5XXXXXXX | **Position Title** | **Reports to Position #**  Ex. 5XXXXXXX | **Supervisor’s Name**  If position number is not known. |
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